

# RECORD ATTENTION SCHEDULE

RC-50, Revised 12/95

Return to Public Records Administrator



STATE OF CONNECTICUT  
Connecticut State Library  
PUBLIC RECORDS ADMINISTRATION  
231 Capitol Ave., Hartford, CT 06106

FOR OFFICE USE ONLY

Retention Schedule # 97-10-1

This schedule is ☒ original; ☐ revised.

If revised, enter previous retention schedule number here: # \_\_\_\_\_

Page 1 of 1 pages

Agency	Department of Environmental Protection
Division or Unit	Bureau of Natural Resources, Wildlife Division Mosquito Control/Wetlands Restoration

Address	51 Mill Road Madison, CT 06443
---------	-----------------------------------

(Number consecutively)	RECORD SERIES <sup>1</sup> TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION (to be filled in by State Archivist)
		Office	Records Center or approved off-site facility <sup>2</sup>	
1.	Town File ca 1930-Present. Includes correspondence, complaints, photographs, blueprints. Town and administrative records are interfiled.	Permanent		Permanent/Archival
2.	Scrapbook - Newspaper clippings re history of mosquito control ca 1926-1944. 1 Vol.	Permanent		Permanent/Archival
3.	Historical Photographs. Includes glass plate negatives, black and white prints and color snapshots ca 1910-Present.	Permanent		Permanent/Archival
4.	Mosquito Control Program. Field Books (Journals) arranged by Town - 8 Volumes. 1944-1970 (with gaps).	Permanent		Permanent/Archival

<sup>1</sup>Record Series is a group of similar or related records arranged under a single filing system or kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form.

<sup>2</sup>Records with a permanent retention period cannot be stored at the Records Center. If you believe a record should be maintained permanently outside the office, it should be appraised for possible transfer to the State Archives. In this case, leave blank, and the State Archivist will review it.

GS 1052

Approved (Agency Records Management Liaison Officer) <i>Victoria N. Wentworth</i>	Typed Name of RMLO Victoria N. Wentworth	Title Management Analyst 2	Date 9/3/97
Approved (State Archivist) <i>Mark H. Jones</i>	Date 9/4/97	Approved (Public Records Administrator) <i>James B. MJB</i>	Effective Date of Schedule 9/4/97